

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, January 28, 2015, @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Wayne Caruthers, President
Betsey Nash, SPHR, Vice President
Robert Bergman
William Tappan
Erwin Ohannesian

MINUTES

Present: President Caruthers, Vice President Nash, Commissioner Robert Bergman, Commissioner William Tappan, Commissioner Ohannesian

Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Heather Carey Gunderlock

Counsel: Commission Counsel Tim McNulty, Outside Counsel Steve Simas

1. Call to Order/ Flag Salute/ Roll Call

Vice President Caruthers called the meeting to order at 9:00 A.M. and led the flag salute. The Commission welcomed new Commissioner, Erwin Ohannesian.

2. Election of Officers

Commission Counsel, Tim McNulty advised that the Commission make a motion to elect the next CSC President. Commissioner Bergman nominated Vice President Caruthers; Commissioner Tappan seconded. Motion passed 5-0-0. President Caruthers made a motion to nominate Commissioner Nash as Vice President; Commissioner Tappan seconded the motion. Motion carried 5-0-0.

3. Public Comment Period

President Caruthers asked for Public Comment. Being none, he closed the Public Comment period.

4. Minutes

December 17, 2014

President Caruthers asked for corrections or revisions to the December minutes. Being none, Vice President Nash made a motion that they be approved as written. Motion passed 5-0-0.

5. Specifications – Revised

a. Social Worker I-II-III-IV

Personnel Analyst Melissa Beebe addressed the Commission and presented the specification revision. She explained the reason for the Minimum Qualification revision is to make the minimum qualifications less restrictive since the 2012 revision and to broaden opportunities for candidates who have are qualified by their experience in the private sector rather than in a public agency. Ms. Beebe referred to the chart (Pages 5A-3 and 4) which illustrated clear direction regarding career paths within the series. She stated that the intent is not to “water down” the qualifications but to make the specifications more specific, inclusive and to provide the Department with a greater pool of qualified candidates.

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Ms. Duke, Deputy Director, HR was also present and indicated those candidates who had previously been excluded would now be included in the process.

Commissioner Bergman asked if DSS had considered combining the III and IV classes. Mr. Collins stated they had not because the IV level is the “absolute expert” whereas there is still opportunity for a III level employee to learn and grow.

Commissioner Caruthers asked if HR had the data regarding exactly how many excluded or if the evidence is of a more anecdotal nature. Ms. Duke responded the latter. She indicated HR has noticed a growing number of candidates who should have qualified but did not due to the limited minimum qualifications. President Caruthers asked if a Master’s degree relieves candidates of only one year of experience; Ms. Beebe responded in the affirmative. President Caruthers asked for public comment related to the specification revision. Ms. Theresa Schultz, SLOCEA, stated that they had no opposition at this time. President Caruthers asked for a motion to approve the revised specification series. Vice President Nash made the motion; Commissioner Tappan seconded. The motion passed 5-0-0. Mr. Lee Collins, Department Head, DSS thanked Ms. Beebe and complimented her for her hard work on the specification series.

6. Civil Service Annual Report

Personnel Analyst Mark McKibben presented the report. He introduced Katie Maloney, Departmental Automation Specialist, who contributed to the draft report. Commissioners offered suggestions which HR will incorporate and subsequently submit to the Board of Supervisors.

7. Reports

- a. Commission President:
- b. Commission Counsel:
- c. Commission Secretary:

No report.

No report.

Ms. Douglas Schatz reminded the Commission of the pending termination appeal. The Commission will meet on February 18, 19 and March 12, 2015.

8. Commission Hearing Training

Mr. Simas, Commission Counsel conducted a PowerPoint presentation which will be posted to the HR website. Handout attached (Attachment A).

9. Adjournment:

President Caruthers adjourned the meeting at 11:58 a.m.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*